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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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Action Required

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Informational

BULLETIN NO. 059-21 SCHOOL APPORTIONMENT AND FINANCIAL SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School Building Principals
School Counselors
Public Charter Schools
Tribal Compact Schools
Community and Technical College Presidents
Community and Technical College Business Officers
Community and Technical College Running Start Administrators
Presidents, Central Washington University (CWU), Eastern Washington University (EWU), Evergreen State College (ESC), Northwest Indian College (NIC), Spokane Tribal College (STC), and Washington State University (WSU)
Business Officers, CWU, EWU, ESC, NIC, STC, and WSU
Running Start Administrators, CWU, EWU, ESC, NIC, STC, and WSU
State Board of Community and Technical Colleges
Washington Student Achievement Council
Council of Presidents

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2021–22 Running Start Updates on 1.20 Full-Time Equivalent (FTE) Limitation, Enrollment Reporting, and State Funding Rates

CONTACT: Becky McLean, Supervisor, Enrollment and Categorical Funding
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PURPOSE/BACKGROUND

The content of this bulletin is to provide a review of the Running Start 1.20 Full-Time Equivalent (FTE) limitation, as well as instructions to colleges on reporting Running Start enrollment and the funding rates for 2021–22. There may be an opportunity for colleges and/or Local Education Agencies (LEA) to access Elementary and Secondary Schools Emergency Relief

(ESSER) funds to cover costs of Running Start enrollment for students who exceed the 1.20 FTE limitation in an effort to eliminate that fiscal burden on families. If that opportunity materializes, it will be announced and described in a separate bulletin. Throughout this bulletin, the term LEA means the school districts, charter schools, and tribal compact schools.

THE RUNNING START 1.20 FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATION

A Running Start student's enrollment in high school and college cannot be claimed for state funding for more than a 1.20 FTE in any month except in limited cases. Neither the high school nor college enrollment can individually exceed 1.0 FTE, except for students enrolled in a high school and a skill center.

This 1.20 FTE limitation also applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a **combined** high school and college enrollment which exceeds 1.20 AAFTE for the school year. Students whose enrollment exceeds the 1.20 FTE or AAFTE will be charged tuition at the college for the credits in excess of this limitation.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.00 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student's combined high school and skill center enrollment is less than 1.00 FTE, the standard Running Start calculation applies.

Running Start students enrolled in college vocational programs may exceed the 15 credit limit, but may be claimed for a maximum of 1.00 FTE. The college will be reimbursed for the 1.00 FTE. There are two limited instances when a Running Start student's enrollment can exceed 1.20 in a specific month. They are:

1. When the high school second trimester and the college fall quarter overlaps in December, a Running Start student could be claimed for more than a 1.20 FTE for December only.
2. When the high school first semester and the college winter quarter overlaps in January, a Running Start student could be claimed for more than a 1.20 FTE for January only.

When this occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded.

High school FTE is based on enrolled instructional minutes; 1,665 weekly minutes equal 1.00 FTE. High school classes can vary and allowable passing time between classes can be counted. For exact calculated FTE for each class, refer to the high school's bell schedule available through the registrar or business administration office.

College FTE is based on enrolled credits. Fifteen college credits equal 1.00 FTE in both quarter and semester calendars.

For examples and more information on the Running Start FTE limitation, refer to Attachment A. Also, additional guidance on Running Start can be found in the [Running Start Frequently Asked Questions](#).

Running Start Enrollment Verification Form (RSEVF)

For each college term, students interested in taking Running Start classes must complete the RSEVF, available at the high school, and in consultation with a school counselor or a school official assigned to provide such guidance. The form calculates the available Running Start FTE based on enrolled high school and skill center FTEs. This form must be completed for all Running Start students, including home-based and private school students enrolled in a public high school for the purpose of accessing Running Start funding for their college coursework.

For Running Start students enrolling in more than one college, a separate RSEVF must be completed for each college. Careful attention must be taken to ensure a student enrolled in multiple colleges does not exceed the 1.20 Running Start FTE limitation.

In the event a student makes a change to either the high school, skill center, or college class schedule after the beginning of the college term, a new RSEVF must be completed. The high school counselor or other designated staff should check the "Check if this is a revision" box on the new RSEVF, reflecting the changes to Running Start FTE eligibility.

The student and parent/guardian, as well as high school and college officials, are required to sign the RSEVF acknowledging the 1.20 FTE limitation and the possibility of tuition being assessed if the FTE will be exceeded. For students who are 18 years or older, a parent/guardian signature is not required. All signatures on the form must be clear and accurate.

Fields are available to the RSEVF for FRPL notification. The high school counselor will answer the question whether the student is eligible for FRPL and will provide their initials; certifying the accuracy of this statement. Additionally, when the answer is "Yes," the student's parent/guardian will provide their signature and date giving their permission to share the student's FRPL eligibility status. Parental signatures are not required for students who are 18 years or older at the time of the completion of the form.

Spring Quarter Eligibility Adjustment Form (SQEAF)

The SQEAF is required to be completed for students who have been identified as being at risk of exceeding the 1.20 **combined** AAFTE. Specifically, this could occur for students who have been claimed for more than 1.20 FTE for December or January due to the overlapping of the

high school and college terms. This form calculates the reduction of the student's spring quarter eligibility and notifies parents, high schools, and colleges of this reduction. This form should be attached to the RSEVF for spring quarter, and a copy of the SQEAF must be attached to each college's RSEVF.

REPORTING ENROLLMENT FOR STATE FUNDING

Colleges use Form [P-223RS](#), Monthly Report of Running Start Enrollment to report Running Start enrollment to LEAs from which students earn high school graduation credit. Enrollment definitions and instructions for completing Form P-223RS are printed on the back of the form. In turn, LEAs report Running Start enrollment to the Office of Superintendent of Public Instruction (OSPI).

Colleges may use an alternative form if the information required on Form P-223RS is included, the form is signed by the authorized college official, and the form is acceptable to the LEA. For LEAs that do not require the student's grade information, the college is not required to provide this detail.

Form P-223RS is due to the LEA on or before the eighth calendar day of each month, October through June. If the actual enrollment is not available by the due date, the college must submit their estimated enrollment numbers by the due date and then submit a revised form when the actual enrollment is known. Colleges submit a completed Form P-223RS to the LEA's business office. The provisions of chapter [392-117](#) WAC, Timely Reporting, apply to state funding for Running Start. Failure to report enrollment by the due date can result in a reduction or delay of state apportionment payments to the LEA. This, in turn, may delay payment to the college.

Verification of Vocational Approval Required

Vocational funding is only provided for classes within the vocational program or track at the college that are taught by a certificated vocational instructor. LEAs should verify with the college all classes claimed for vocational funding meet these criteria. For each student's vocational FTE, a classification of instructional programs (CIP) code is required on Form P-223RS. A listing of CIP codes is available on OSPI's [Career and Technical Education website](#).

Documentation Required for Audit

Enrollment reported for state funding is audited by the Washington State Auditor's Office. Colleges must retain documentation to support the enrollment reported on Form P-223RS for audit. Audit findings and exceptions can result in recovery of state funding.

FUNDING

The funding provided to LEAs is based upon the Running Start enrollments reported to OSPI. For the 2021–22 school year, the Running Start rates are:

- Nonvocational – \$8,726.20 per AAFTE
- Vocational – \$9,718.57 per AAFTE

LEAs may retain up to seven percent of the funds generated to offset Running Start program-related costs.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Becky McLean, Supervisor of Enrollment and Categorical Funding at 360-725-6306 or email becky.mclean@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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Attachment A: Additional Information on the 1.20 Running Start Full-Time Equivalent (FTE) Limitation

Attachment B: Running Start Enrollment Verification Form (RSEVF) (Rev. 7/2021)

Attachment C: Spring Quarter Eligibility Adjustment Form (SQEAF) (Rev. 7/2021)

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